

POTTER HEIGHAM PARISH COUNCIL

Tel: 07377653369; Email: potterheighamparishcouncil@gmail.com
 Chairman: Ms Sheridan Turner Parish Clerk: Amy Gallant

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 9th November 2022 at 7:30 pm in the Village Hall.

Present: Sheridan Turner, Chair
 Stan Chapman, Councillor
 Harry May, Councillor
 Donald Pickering, Councillor
 Robin Graves-Morris, Councillor
 Mary Haslam, Councillor

In Attendance: Amy Gallant, Clerk
 Richard Price, County Councillor
 7 Members of the public

Meeting Opened: 1929

1) To consider apologies for absence

Apologies were noted for Councillors Louise Parker, Robert Lovick, Bev Standen, Brendan Shakeshaft and Sindy Ratani.

2) Public Forum

a) Public

Council received a petition by a local Traffic Action Group to address speeding and traffic conditions on Mill Road, Bridge Road and Station Road. The group was formed due to the perceived lack of action by the Council to the issues at these junctions, the reluctance to acknowledge there was a problem and the reluctance to contribute any of the parish funds to help alleviate these problems. Council agreed they would take the petition and the points raised under consideration.

A resident reported an overgrown hedge on School Road at the top of Vicarage Close that was causing pedestrians to walk on the road. **ACTION:** Clerk to draft a letter to the property owner.

A resident reported that the volume of traffic had increased on Marsh Road due to increased classes at the Hut and the introduction of group classes in addition to the original 121 sessions held. Traffic included construction vehicles and food deliveries and concerns were raised for the wellbeing of people in the village because walking along the road was hazardous. It was noted that police reports had also been filed regarding abuse to residents from drivers of the vehicles on the road and that two animals had been hit and killed. Council confirmed that they were aware of the issues and were in conversations with North Norfolk District Council Planning Enforcement Officers to address concerns.

b) County / District Councillors

A meeting had been scheduled for 10th November to discuss the recent saline surge and County Councillor Richard Price would report back at next meeting.

County Councillor Richard Price had received a copy of the Traffic Action Group petition and was seeking an opinion from Highways on potential solutions. It was estimated that works would come to approximately £38,000 and the Community Road Safety Fund and Parish Partnership Scheme could be considered next year to support these costs. It was noted that the Parish Partnership Fund required a 50% match from the Council.

It was noted that the Community Speedwatch was another useful tool to address speeding concerns along with the SAM2 and that Cindy was collecting applications from residents who had offered to help.

Residents were advised to contact District Councillor Harry Blathwayt directly if they experienced problems with their bin collections and it was noted that residents could confirm their bin collection day via the NNDC website by entering their post code.

The Boundary review commission published the latest recommendations for parliamentary seats and Potter Heigham remained unchanged in North Norfolk.

Cllr. Blathwayt provided an update regarding progress with nutrient neutrality noting that Potter Heigham remained largely unaffected but this was not definitive.

c) Reports from Outside Bodies / Village Committees (for information)

i) Police Report – B. Standen / PC Priddy

A report had been requested from PC Matt Priddy but not received in time for the meeting.

ii) Village Hall Management Committee (R. Graves-Morris)

Regular bookings had increased and were advertised in the Gazette. It was noted that the Solar Panels were supporting the ongoing running of the Village Hall in the face of increased energy prices. Repainting of areas damaged following the electrical fire would be starting imminently. The installation of CCTV ongoing. The Bowls Club window had broken and repairs were in hand. The hedge on west side of field had been trimmed.

iii) Any other reports from Councillors representing outside bodies

No other reports.

iv) Ludham School – D. Pickering

The Potter Heigham Trust Fund had supported improvements to Ludham School, as the designated school for children in Potter Heigham, who were developing the school ethos and vision towards embracing the principles of Forest School. Resources included two yurts to enable outdoor teaching all year round.

3) Declaration of interest for items on the agenda and applications for dispensation

There were no declarations of interest for items on the agenda.

4) To approve the minutes of the meeting held on Wednesday 12th October 2022

Minutes of the meeting of the Potter Heigham Parish Council held on 12th October 2022 were confirmed as an accurate record of the meeting subject to the following amends: “the bus stop on Mill Road” to “the bus stop on Bridge Road”.

A motion to approve the minutes was proposed by Stan, seconded by Harry with all in favour.

5) Matters Arising from the Minutes

a) Update on Highways Visit scheduled for 4th November 2022

The visit took place as scheduled and the next routine visit was scheduled for January 2023. Ongoing issues were re-reported with NCC to receive a corresponding enquiry number to track progress. Council would publish reported highways matters on the Council website and their status moving forward.

b) Update on meeting with the Police and Crime Commissioner

It had not been possible to secure a meeting with the Police and Crime Commissioner regarding the availability of resources to enable our Beat Manager, PC Matt Priddy, to carry out his duties in keeping our community safe. Council were advised that the PCC would be holding a Q&A alongside the Chief Constable for Norfolk Association of Local Councils on Monday 5th December where concerns could be raised. The meeting would be taking place via Zoom and

Councillors were to contact the Parish Clerk if they would like to attend.

- c) Update on maintenance of public seating
Recommendations for maintenance/replacement of public seating would be provided as part of the 2023/24 budget.
- d) Update on bids for churchyard grass cutting
That 4 bids had been requested and would be presented at the December 2022 meeting of the Parish Council for consideration and approval.
- e) Update on the Peter Sandell Display Board

Under construction and would be installed in due course.

- f) Update on arrangements for Road Cleaning
It was confirmed that road cleaning was managed by North Norfolk District Council and was contracted to Serco for operation. Serco was required to maintain detritus levels to a set standard and the frequency with which they carry out road sweeping was at their discretion. For Potter Heigham a routine Sweeping Schedule every 18 weeks takes place to maintain these standards.

If a road is felt to need sweeping in between planned visits a request can be made to the Parish Clerk. **ACTION:** To add the sweeping schedule to the Parish Council Website for information.

- g) Update on trimming of Cringles Hedge
Highways had confirmed the land was theirs and the hedge would be stripped back.
- h) Update on correspondence with Latham's
An employee of Latham's was observed picking up litter in the Car Park and a letter of thanks was issued noting that Council would encourage other businesses to support the litter pick if required.
- i) Update on progress with Community Speedwatch
Item deferred until the December 2022 meeting.

6) Finance

a) Financial Update 31 October 2022

i) Community Account ...0089	£8,185.39
ii) Community Account ...0097	£10,212.66
iii) Savings Account ...2217	£12,858.52

- b) Status of Barclays switch to Unity Bank
Bank account ending 7717 and 7720 were now open with Unity Trust Bank and required confirmation of a switch date to transfer funds from Barclays. It was noted that account details would require updating for any existing standing orders, direct debits and BACS payments but that payments would be automatically transferred for a period of 36 months from the switch date.

A motion to schedule the switch for as soon as possible was proposed by Stan, seconded by Robin with all in favour.

- c) 2023/24 Budget Preparations
Preparations were underway and a first draft would be presented at the December meeting for consideration. The final budget including any amendments would be presented at the January meeting for approval.
- d) To consider payment of the following:

i) A Gallant	Salary & Expenses October 2022	£463.68
ii) HMRC	PAYE Deductions	£1.20
iii) County Farms	Allotment Land Rent	£450

A motion to approve all payments was proposed by Stan, seconded by Donald with all in favour.

- e) To note the following payments made since the last meeting of the Council:
- | | | |
|------------------|------------------|-----------|
| i) DP Witheridge | Electrical works | £2,527.50 |
|------------------|------------------|-----------|

7) Correspondence

- a) For information: Resident report regarding pedestrian safety on Bridge Road.
Councillor Richard Price had raised the issue with Highways and confirmed that while modification to the traffic signals would not be possible, a refresh of road markings and signs could be introduced to remind drivers that pedestrians have right of way. A further update on implementing signs and road markings would be provided by Councillor Richard Price at the next meeting.
- b) For information: Meeting with the Community Connector to assist people to access services and other provision in their local area
A meeting had taken place with Sheridan and Mary to discuss possible services and provisions in the local area. It was noted that should the Council have a specific request for funding the Community Connector would be a useful resource.
- c) For information: County Farms Rent Review for Market Road Allotment
Council noted that the new terms would be determined next year to take effect from 29 September 2023 and would be payable from Monday 25 March 2024. It was agreed to notify existing tenants that a rent review would take place once the new rates had been confirmed.
ACTION: Donald to notify tenants.
- d) For comments and feedback: Rural Mobility Survey
A survey to determine a wider picture of the connectivity challenges and opportunities in the region. One response was required from each Parish and questions had been circulated for comments and feedback from Councillors for collation and submission by the Clerk. **ACTION:** Clerk to collate responses and submit by the deadline of 16th December.
- e) For comments and feedback: Infrastructure Levy Bill – replacing S106 at NNDC
Stalham Town Council has had ongoing issues obtaining any local benefit through the current S106 system at North Norfolk District Council. The Infrastructure Levy, should it pass, would be mandatory on Planning Authorities to ensure that a financial percentage of any agreement on larger developments would be devolved for local use.

Council agreed to the bill in principle and to wait for a response from local MP Duncan Baker before taking any further action.

- f) Potter Heigham Trust Fund Report
Noted.

8) Planning

- a) New Applications
- i) To note revised plans and highways response for planning application ref: PF/22/1215
That amended plans had been submitted and Council would be re-consulted in due course pending notification and invitation from North Norfolk District Council.
- ii) Planning application PF/22/2545 was circulated for consideration. It was noted that the development was sited on existing parking spaces for the property. Council commented that Planning should confirm that there will be adequate provision for car parking.

- b) Decisions
- i) None

9) Reports from Parish Council Leads

- a) Allotments (D. Pickering)
No updates to report.
- b) UTWG (H. May)
It was noted that the pumping stations for Potter Heigham were installed on unregistered land and that Broads Internal Drainage Board (BIDB) were applying for ownership. An Archimedes Screw Pump had been agreed for installation but it was not known when this would be actioned. The next meeting was scheduled to take place on 24th November.
- c) Drainage (H. May)
Due to recent high tides it was reiterated that the electric substation required bunding.
Council requested a progress report from the Flood Warden. **ACTION:** Clerk to request an update from the Flood Warden.
- d) Environment (R. Lovick)
No updates to report.
- e) Footpaths & Highways (R. Lovick)
It was noted that footpaths were flooded on the riverbank and pictures had been sent to the Environment Agency.
The following requests for highways action were made: hedge cutting at the Station Road junction on the Hall side of the Village which is causing visibility issues, hedge cutting at the causeway junction with the A149 which is also causing visibility issues and overgrown hedges between Causeway Cottage and Latham's in order to see the double yellow lines. **ACTION:** Clerk to report all requests for action to Highways.
- f) Staithe (H. May and S. Chapman)
The entrance to the Staithe had flooded opposite Bridgestone's and the grate required cleaning by the Broads Authority. **ACTION:** Clerk to report to Broads Authority.
- g) SAM2 (R. Lovick)
Sam 2 would be returning to Catfield on Friday 18th November and Robert shared his thanks to David Bland for volunteering to help move the device. It was reported that the Norfolk Police were seen opposite the Post Office stores in late October with a speed gun. To date Robert was unaware if any speeding offences were detected.

10) Other Matters

- a) Clerk Actions
 - i) To approve Terms of Reference for Lead Councillor Roles
Council agreed to continue with Lead Councillor Roles and to adopt Terms of Reference. A final version of the Terms of Reference would be provided at the next meeting of the Council pending a brief description for the website and Ludham school roles. **ACTION:** Clerk to confirm with Donald.
 - ii) To approve Standardised Summons, Agenda, Minute and Action templates.
Council agreed to adopt the revised summons, agenda, minute and action templates for use by the Clerk moving forward.
- b) To consider proposal to purchase a projector

Council agreed to pursue the purchase of a projector for use at meetings and events. Quotes for consideration and approval would be presented at the next meeting. It was noted that a screen could be painted on the back of the stage instead of purchasing a separate screen. **ACTION:** ST to obtain quotes.

- c) To pass a resolution to sign up to the Civility & Respect Pledge
A motion to sign up to the Civility & Respect Pledge was proposed by Donald, seconded by Stan, with all in favour.
- d) To consider status of application for trees for the village
The item was deferred to the December 2022 meeting.
- e) To consider proposal for a “Drop in Surgery” for parishioners to speak with Councillors
The item was deferred to the December 2022 meeting.
- f) To consider a revised start time to the December meeting of the Council
Council agreed the December 2022 meeting of the Parish Council would begin at the earlier start time of 7:00pm.

11) Items for the exclusion of the press and public

- a) To approve Clerk’s Annual Leave request
A motion to approve the Parish Clerk’s annual leave was proposed by Stan, seconded by Sheridan with all in favour.

12) Any Other Business

Councillors were reminded that the Broads Authority Local Plan and Design Guide drop in session would be taking place on Saturday 12th November in the Village Hall from 10:00am.

Meeting Closed: 9:45pm.

Date of Next Meeting – Wednesday 14th December 2022

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Amy Gallant

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Actions Arising: Wednesday 9 th November 2022			
Minute Ref.	Action	Who	Status Update
2a)	Take the Traffic Action Group petition and points raised under consideration.	ST	Ongoing: To be discussed under agenda item 6a).
2a)	Letter to property owner regarding overgrown hedge.	Clerk	Ongoing: Letter sent 18 th November 2022 and acknowledged. Hedge cutting to be confirmed.
5a)	Publication of reported Highways matters and status on the Parish Council website.	Clerk	Ongoing: Website page drafted.
5f)	Road Cleaning schedule to be added to the Parish Council website for information	Clerk	Complete: Available under 'useful information'.
7c)	Allotment Tenants notification of Country Farms Rent Review for Green Lane Allotments	DP	Update required
7d)	Collate and submit responses for the Rural Mobility Survey	Clerk	Ongoing: No responses received. Deadline is 16 th December.
9c)	Request latest updates from Flood Warden	Clerk	Ongoing: Requested, awaiting response.
9e)	Report all requests for highways action	Clerk	Ongoing: Highways enquiries raised and awaiting response.
9f)	Request grate cleaning to the entrance of the Staithe	Clerk	Ongoing: Grate cleaning requested and awaiting response.
10a)i)	Finalise Lead Councillor Terms of Reference for approval	Clerk	Complete: Presented under item 6b for approval.
10b)	Obtain quotes for Projector	ST	Ongoing: Advice sought and awaiting response on possible donation of 2 nd hand projector.

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Council Actions: The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.				
Meeting Date	Minute Ref.	Action	Who	Status Update
13.07.2022	7g)	Submit an application to Norfolk County Farms Hedgerow Restoration.	Clerk	Ongoing: Application submitted and awaiting confirmation of delivery date. Estimated to be January 2023.
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
12.10.2022	7a)	Contact Environment Agency regarding concerns of waste disposal from camping on Latham's car park.	Clerk	Ongoing: Emailed 18 th November. Awaiting response.
	7d)	Co-ordination of Community Speedwatch	SR	Update required
	11g)	Publish SAM2 data on the Parish Council Website.	Clerk	Ongoing: Web page drafted and awaiting receipt of SAM2 data requested from Cllr. Standen.
	12d)	Notice to be installed on the paper recycling bank confirming no cardboard accepted.	ST	Update required
		Confirm if any companies can offer recycling credits for cardboard.	SR	Update required

PRESENTATION

A traffic action group was raised and I have been asked by the group to present to the council a petition raised by this group concerning the speeding and difficult traffic conditions experienced at the junctions of Mill Road, Bridge Road, and Station Road (West).

The group was formed due to the apparent lack of action by the council to the issues at these junctions, the reluctance to acknowledge there is a problem even when presented with evidence to the contrary and the reluctance to contribute any of the parish funds to help alleviate these problems.

I am sure council has seen the relevant data but just to add context to the petition and so everyone here knows, a brief summary of the SAM 2 results during the period 27th August to 22nd October 2022 shows.

A Total of 50,453 vehicles passed between Market Road and Potter Heigham Old Bridge.

A Total of 6,705 vehicles exceed the speed limit

A Total of 5,544 were recorded at 35mph 976 were recorded at 40mph, 156 at 45mph, 24 at 50mph and one that was clocked at 60mph in each of the three periods.

I would also like to remind all that we still have two-weeks to go before we download the latest data. I would also like to remind all; Sam 2 will only record if there is a five second interval between cars therefore the numbers could be considerably higher.

Sam 2 was only placed in the area Market Road and Bridge Road as the post on Station Road has been removed and allegedly there is no speeding on the East Side of the Village. Although after collecting signatures from a small area of the East Side of the village it was apparent there are some angry people having concerns about speeding in the area of the gym on Marsh Road and speeding at the junction of Station Road and the A149. Sam 2 will be returned to Catfield on 11th November.

The proposals being discussed by the group, that the Priority of A1062 be reinstated to where it should be. Vehicles coming from Ludham to Latham's will have to stop to cross the road, two examples of this type of road layout can

be seen within three miles of this village, at Catfield and Ludham. The 30-mph sign by the telephone exchange be moved back to a position before Market Road to allow more time for vehicles to slow down before they enter the village and get to the bend at the Falgate, this was done at the new estate on the Wroxham, Salhouse Road. That Priority Lanes are added between Market Road and the telephone exchange and the reverse of that Priority in the area of the Carvan Camp. This could be achieved by White Line Painting and a Road sign.

Traffic Calming Bridge Road , Mill Road and Station
Road Potter Heigham - petition

There has been indisputable evidence from the SAM2 Speed Units that a large percentage of vehicles drive in excess of the speed limit along Ludham Road , Bridge Road and Station Road , and that with the increasing traffic load the access to Mill Road on a blind bend is compromised and dangerous .

As Such , we the undersigned call on the Potter Heigham Parish Council to re-evaluate their position on the subject of vehicle speeds in the above roads.

Mill Road,

~ ~
MILL ROAD

MILL ROAD

MILL ROAD

MILL RD

MILL RD

MILL RD

BRIDGE ROAD

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STATION ROAD

STATION ROAD

STATION RD.

Station Road.

Station Rd

Station Rd

Bridge Rd

" " "

" " "



TAG traffic action group

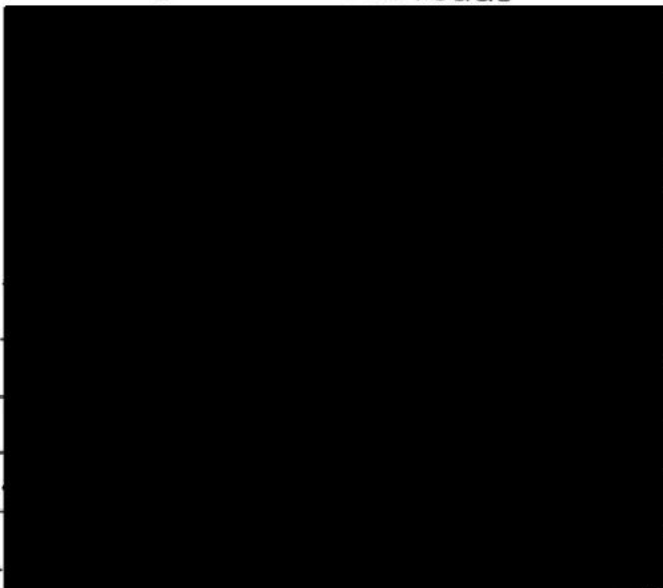
Petition from the residents of

Mill Road , Bridge Road , Station Road , Market Road

There has been indisputable evidence from the Sam 2 units that a large percentage of vehicles drive in excess of the speed limit along Ludham Road , Bridge Road and Station Road and that with the increasing traffic load the access to Mill road on a blind bend is compromised and dangerous.

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BRIDGE ROAD

Bridge Rd.

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BRIDGE ROAD

ST NICHOLAS WAY

15 " "

18 " "

20 " "

22 " "

ST NICHOLAS WAY

26 ST NICHOLAS WAY

9 The Thoroughfare

13 THE THOROUGHFARE

THOROUGHFARE NR29 5LD

23 THE THOROUGHFARE NR29 5LD

24 THE THOROUGHFARE NR29 5LD

24 THE THOROUGHFARE NR29 5LD

Comments

Everyone I spoke to agreed there was a speeding problem down Bridge Rd. Some mentioned the blue camper van that used to be inconsiderately parked outside the care home. Some also mentioned post lockdown having more traffic towards Latham and also more litter. Some mentioned parking at the shop Results in Wayward parking and pulling off dangerously from the shop. Someone at the end houses on both sides of Bridge road both said getting out of their drives was difficult and sometimes hairraising.



9/11/2022

TAG traffic action group

Petition from the residents of

Mill Road , Bridge Road , Station Road , Market Road

There has been indisputable evidence from the Sam 2 units that a large percentage of vehicles drive in excess of the speed limit along Ludham Road , Bridge Road and Station Road and that with the increasing traffic load the access to Mill road on a blind bend is compromised and dangerous.

As Such.

We the undersigned call on the Potter Heigham Parish council to re-evaluate their position on the subject of vehicle speeding in the above roads

	MILL ROAD	
THE MILL	MILL ROAD	
	MILL ROAD	
WITZ END	MILL ROAD	
	" "	
"Greenfields"	" "	
ROWSLEY	" "	
ASKHAM HOUSE	" "	
" "	" "	
WESTVIEW	" "	
WESTVIEW	MILL ROAD	

9/11/22

MILL ROAD

MARKET ROAD

MARKET ROAD

MARKET ROAD

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Market Road

Baker Terrace

Market Road

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Market Road

Market Road

MARKET ROAD

MILL ROAD

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MILL RD

BRIDGE ROAD

9/11/22

BRIDGE ROAD

Mill Road.

Mill Road.

Mill Road

mill road

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Mill Road.

Mill Road.

Station Rd

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Bridge Rd.

Mill Road

Mill Road. 12

Bower close

BOWER CLOSE

Bower close.

Orchard Drive

ORCHARD DRIVE.

"

"

"

THE THORP FARE

7 ST MICHAEL'S Wn

8 ST MICHAEL'S Wn

8 St. Nicholas way.

Comments

If I'm in the passenger seat and he's driving I shut my eyes as we pull out of Mill Road.

Resident Mill Road

I've lived here 17 years and it's got worse particularly in the Summer.

Resident Station Road

They pull in to fast off the A147 it's a nightmare out of my drive.

Resident Station Road

Its impossible crossing the road to the shops. There needs to be an Island near the bus stop.

Resident Mill Road

The road A1062 needs the priority changing back to Station Road instead of Bridge Road.

Resident Station Road

We often go to the Falgate on a Sunday but now we go in the car because it's too dangerous walking.

Resident Grapes Close.

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POTTER HEIGHAM PARISH COUNCIL

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Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com**Lead Councillor Terms of Reference**

Role	Lead Councillors facilitate efficient and effective reporting of relevant parish matters to the Council and Parish Clerk as the need arises. Lead Councillor roles; • Allotments: Plot maintenance • Drainage: Standing water, ditches, blocked drains, flooded property, impassable roads • Environment: Abandoned vehicles, contaminated land, dangerous structures, fly tipping • Footpaths and Highways: Highway damage, streetlights, signs and posts, road markings, highway obstructions, bridges • Ludham School: Ludham school liaison • Police Liaison: Beat Officer liaison • SAM2: Repositioning of the device in line with SAM2 Risk Assessment and reporting data • Staithe: Moorings • UTWG: Attendance at meetings and reporting key findings concerning the Parish Council
Responsibilities	1. To monitor and report on general issues and relevant parish matters at monthly meetings of the Parish Council. 2. To advise Council on areas for improvement and action required for consideration and decision by full Council. This may include, maintenance and repair, community events, reporting to authority, proposal of a Working Group. 3. To carry out the work of the Council where this is agreed and provide status updates on the outcomes of actions taken. 4. To notify the Parish Clerk between meetings of matters reportable to the local authority for logging and reporting, ensuring sufficient detail is provided.
Reports to	Full Council.
Delegated Authority	The role of Lead Councillor has no delegated authority to act on the Council's behalf without prior resolution of full Council.
Term of Office	Lead Councillors are appointed at the Annual meeting of the Parish Council for a period of 12 months. Lead Councillors are required to provide 1 months notice in writing to the Chair should they wish to step down from the role of Lead Councillor to provide sufficient opportunity for an effective handover of parish matters and appoint a replacement Lead Councillor.

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Paper	PHPC6: Churchyard Grass Cutting 2023
Meeting	Potter Heigham Parish Council
Date	14 December 2022
Author	Parish Clerk
Summary	
At the October 2022 meeting of the Parish Council, it was agreed to seek quotes for churchyard grass cutting for 2023. Quotes received have been provided below for the following service: Grass cutting every 2 weeks during the growing season from mid-March to the end of October 2023 (total of 16 cuts). To strim around all gravestones and obstacles on every visit as required. Spraying to be carried out at the start of the season along pathways etc. • Garden Guardian: £2244 (Including VAT) • KSE Garden Services: £4070 (No VAT to be added) • Barry Payne: £4080(No VAT to be added) Weedkiller supplied and applied when needed charged at £13.40 per litre. Please note a further company, Kevin's Landscaping, was approached and did not wish to provide a quote.	
Recommendation	
PHPC is asked to consider and approve one (or none) of the quotes provided for Churchyard Grass Cutting 2023.	

Budget Briefing 2023/24

Introduction

Parish Council's, irrespective of their size, have a statutory duty to prepare an annual budget. The budget sets out the Parish Council's anticipated spending requirements and estimated income for the financial year (1st April to 31st March).

Preparation for the start of the new financial year begins in early autumn, when the Clerk starts to formulate a budget for the forthcoming year based on figures available at the time. The Clerk, as the Responsible Financial Officer, puts forward a budget proposal for consideration and approval by Council.

When approving the budget, the Parish Council takes the following into consideration:

- Spending levels for continuation of services for which it is responsible e.g. recycling, grass cutting, dog waste removal
- Income levels for continuation of services for which it is responsible e.g. allotment fees, recycling credits
- Costs of any additional spending plans or projects
- Any additional expected income
- Provision for contingencies and any transfers to or from reserves

Parish Precept

Part of the annual budget-setting process involves the setting of the Parish Precept. The precept is a tax that the Parish Council charge their local electors to meet their budget requirements and is calculated as the difference between the Parish Council's estimated income and its anticipated spending requirements for the financial year.

Parish Council's do not receive any direct funding from central government and rely on the precept and any other income they are able to generate to deliver the expected level of local services, community benefits and improvement's. There is currently no cap on the amount that Parish Council can raise via their precept and Parish Councils must demonstrate restraint and explain and justify any precept increases.

When setting the precept Council must take into consideration the [Tax Base](#) for the parish as this determines what local electors will be charged through their Council Tax Bill.

Once the precept has been approved by the Parish Council, the Clerk notifies the Local Authority who collects the Precept on behalf of the Parish Council. The precept is then paid to the Parish Council in two instalments; April & October.

Supporting Information

Tax Base

The Tax Base is provided by the Local Authority and represents the number of households in the parish that will pay the precept, expressed as Band D equivalents.

Example¹: A Parish Council who has levied a precept of £20,000, divided by a Tax Base of 1000 households would result in a Band D charge of £20.

Households in Tax Bands other than D are expressed in terms of the proportion of a Band D bill that they pay (Local Government Finance Act Section 5 (1)).

Tax Band	Band D equivalents	Examples
A	6/9 (0.7)	- A property in Band H is equivalent to 2 Band D properties and would pay twice the Band D charge. - A property in Band G and a property in Band E would be expressed as a Tax Base of 2.9 Band D equivalent households in the parish who will pay the precept. - Should a Parish Council levy the same precept each year, the individual tax against each household may change depending on the number of Band D equivalent properties in the Parish. This can result in rising or falling amounts even when the precept has not changed.
B	7/9 (0.8)	
C	8/9 (0.9)	
D	9/9 (1)	
E	11/9 (1.2)	
F	13/9 (1.4)	
G	15/9 (1.7)	
H	18/9 (2)	

Amy Gallant

AGallant

Parish Clerk

Date of Issue: 9th December 2022

¹ In addition to any Council Tax resulting from the Parish Precept there will also be Council Tax levied in respect of District and County Councils and the Police and Crime Commissioner.

Potter Heigham Parish Council Draft Budget 2023-24

The following report provides an overview of payments and receipts for the previous, current and next financial year. The year-end is an estimated projection of expected remaining costs for the year. The Draft Budget 2023-24 is based on gross figures. Percentage +/- is based on the previous years budget.

Ref.	PAYMENTS	Budget 2021-22	Actual 2021-22	Budget 2022-23	Actual 01/12/2022	Year-end 2022-23	Draft Budget 2023-24	Percentage +/-
1	Parish Clerk Salary	£ 4,400.00	£ 2,739.22	£ 4,520.00	£ 4,251.45	£ 5,922.96	£ 6,023.68	33.3%
2	PAYE / NI	£ 1,100.00	£ 668.23	£ 1,130.00	£ 413.48	£ 100.72		
3	Employers National Insurance						£ -	N/A
4	Administration	£ 100.00	£ 103.71	£ 100.00	£ -	£ -	£ 100.00	0.0%
5	Parish Clerk Expenses	£ 120.00	£ 97.26	£ 120.00	£ 362.87	£ 362.87	£ 100.00	-16.7%
6	Working from Home Expenses	£ 60.00	£ 34.00	£ 60.00	£ 35.00	£ 60.00	£ 60.00	0.0%
7	Training	£ 300.00	£ -	£ 300.00	£ 144.00	£ 504.00	£ 660.00	120.0%
8	Subscriptions	£ 450.00	£ 408.04	£ 450.00	£ 311.44	£ 311.44	£ 319.22	-29.1%
9	Websites	£ 400.00	£ 115.20	£ 400.00	£ -	£ -		
10	Internal Audit	£ 60.00	£ 125.00	£ 60.00	£ 170.00	£ 170.00	£ 170.00	183.3%
11	Insurance	£ 1,130.00	£ 883.17	£ 1,130.00	£ 873.94	£ 873.94	£ 1,008.17	-10.8%
12	Playing Field Grass	£ -	£ -	£ -	£ -	£ -		
13	Churchyard Grass Cutting	£ 1,600.00	£ 1,614.00	£ 1,700.00	£ -	£ 1,700.00	£ 2,244.00	32.0%
14	Asset Management	£ 500.00	£ -	£ 500.00	£ -	£ -	£ 1,000.00	100.0%
15	Glass Recycling	£ 150.00	£ 36.00	£ 150.00	£ 150.12	£ 200.00	£ 200.00	33.3%
16	Village Hall Grant	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 2,250.00	£ 4,500.00	£ 4,500.00	0.0%
17	Dog Bin Waste Collection	£ 850.00	£ 819.00	£ 850.00	£ 865.80	£ 865.80	£ 1,070.13	25.9%
18	Local Government Elections	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	N/A
19	SAM2	£ 556.00	£ 556.00	£ 200.00	£ -	£ -		
20	Chairman's Allowance	£ 300.00	£ 180.00	£ 300.00	£ -	£ -		
21	Staithe Flowers	£ -	£ -	£ -	£ -	£ -	£ 200.00	N/A
22	S137	£ 300.00	£ 198.85	£ 300.00	£ -	£ 200.00	£ 200.00	-33.3%
23	Miscellaneous	£ 100.00	£ 290.63	£ 100.00	£ 8,173.00	£ 12,867.00	£ -	N/A
24	Contingency	£ 94.00	£ -	£ 94.00	£ -	£ -		N/A
25	VAT	£ -	£ 628.76	£ -	£ 864.54	£ 1,475.36		N/A
26	ICO Data Protection Fee						£ 35.00	N/A

Ref.	PAYMENTS	Budget 2021-22	Actual 2021-22	Budget 2022-23	Actual 01/12/2022	Year-end 2022-23	Draft Budget 2023-24	Percentage +/-
27	Gazette Newsletter						£ 150.00	N/A
28	Current Account Charges						£ 72.00	N/A
29	Peter Sandell Award						£ 30.00	N/A
30	Kings Coronation						£ 250.00	N/A
31	Ludham Estate Rent (Allotments)						£ 900.00	N/A
32	Water Supply (Allotments)						£ 250.00	N/A
33	Movement to/from General Reserves						-£ 1,500.00	N/A
34	Movement to/from Earmarked Reserves						£ 1,150.00	N/A
	TOTAL PAYMENTS	£ 17,070.00	£ 13,997.07	£ 16,964.00	£ 18,865.64	£ 30,114.09	£ 21,692.20	27.9%

RECEIPTS

35	Miscellaneous	£ -	£ -	£ -	£ 3,059.00	£ 10,543.61	£ -	N/A
36	Website Advertising	£ 300.00	£ 50.00	£ 300.00				
37	Recycling Credit	£ 700.00	£ 1,068.65	£ 700.00	£ 170.35	£ 1,002.11	£ 1,000.00	42.9%
38	Interest	£ 220.00	£ 151.39	£ 220.00	£ 127.31	£ 127.31	£ 278.36	26.5%
39	Village Hall Insurance Recharge	£ 850.00	£ -	£ 850.00				N/A
40	VAT Reclaimed	£ -	£ 1,399.51	£ -	£ -	£ 628.76	£ 1,475.36	N/A
41	Allotment Rent						£ 2,500.00	N/A
42	Precept	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 16,438.48	9.6%
	TOTAL RECEIPTS	£ 17,070.00	£ 17,669.55	£ 17,070.00	£ 18,356.66	£ 27,301.79	£ 21,692.20	27.1%

	2021-22	2022-23	2023-24	
Tax Base	415.43	410.55	411.43	
Band D	£36.11	£36.54	£39.95	9.4%

PAYMENTS		
Budget Item (Gross)		Supporting Information
1	Parish Clerk Salary	The budget is based on rates of pay applicable from 1 April 2022 for any employee under the terms of the model contract. The Clerk will remain on the same payscale (SCP19) on the revised hourly rate of £14.48.
2	PAYE / NI	Removed: PAYE/NI is included within Gross Salary figure.
3	Employers National Insurance	N/A: Salary falls under threshold.
4	Administration	The budget is based on administrative costs that may arise, not pertaining to Parish Clerk Expenses.
5	Parish Clerk Expenses	The budget includes, mileage, stationary, printing & postage. It is anticipated that these costs will decrease as we move towards online banking and reduced travel.
6	Working from Home Expenses	The budget includes working from home allowance at a contracted rate of £5 per calendar month.
7	Training	The budget is based on a contribution to training per Councillor and half the current fees for the CILCA qualification (The final amount to be negotiated with other employers of the Parish Clerk).
8	Subscriptions	The budget is based on a 3% increase to NALC's annual fee, lasts years 'gift' subscription for the CPRE Countryside Charity and an annual corporate membership fee for the Broads Society under the current rate.
9	Websites	Removed: Web hosting is included in NALC's annual membership.
10	Internal Audit	The budget is based on Heelis & Lodge fees, who were approved as internal auditor at the October 2022 meeting.
11	Insurance	The budget is based on a 3% increase from the previous year's Premium.
12	Playing Field Grass	To be considered for removal – not paid for the past two years.
13	Churchyard Grass Cutting	The budget is based on an example quote received for grass cutting services for 2023-24 (including VAT).
14	Asset Management	The budget includes payment for a new bench as proposed at the August 2022 meeting.
15	Glass Recycling	The budget is based on approximate annual fees.
16	Village Hall Grant	The budget is based on previous payments and the Village Hall can apply for any sum of money up to this amount.
17	Dog Bin Waste Collection	The budget is based on a 3% increase on last year's annual fees.

18	Local Government Elections	The budget is based on an estimated maximum amount to paid for a contested election on advised rates from NNDC. Half this cost will come from General reserves (see budget line 33 and Reserves Statement for more information).
19	SAM2	Removed: Any budget required for SAM2 to be recorded under Asset Management.
20	Chairman's Allowance	To be considered for removal - Chairman's allowance must be run through Payroll.
21	Staithe Flowers	See Reserves Statement.
22	S137	The budget is based on actual figures from the past two years.
23	Miscellaneous	-
24	Contingency	To be considered for removal – this is now listed as General Reserves.
25	VAT	Removed: VAT included within gross figures and claimed back as income for the next financial year.
26	ICO Data Protection Fee	New budget line: The budget is based on a reduced fee by opting to pay by Direct Debit.
27	Gazette Newsletter	New budget line: The budget is based on a £45 increase from the last known contribution to the Gazette.
28	Current Account Charges	New budget line: The budget is based on current Service Tariffs set by Unity Trust Bank.
29	Peter Sandell Award	New budget line: The budget is based on associated costs including certificates, framing and engraving the display board.
30	Kings Coronation	New budget line: The budget is based on a proportion of the Jubilee budget from last year.
31	Ludham Estate Rent (Allotments)	New budget line: The budget is based on current fees.
32	Water Supply (Allotments)	New budget line: The budget is based on last year's average annual usage.
33	Movement to/from General Reserves	New budget line: The budget is based on General Reserve expenditure to cover associated costs for the Kings Coronation (£250) and 50% of the Local Government Elections (£1250) per recommendation in the Reserves Statement.
34	Movement to/from Earmarked Reserves	New budget line: The budget is based on Earmarked Reserve expenditure to cover associated costs of maintaining flowers on the Staithe and remaining income from allotment rent after expenses (Land rent & water supply).

RECEIPTS		
Budget Item		Supporting Information
35	Miscellaneous	-
36	Website Advertising	Removed.
37	Recycling Credit	The budget is based on approximate expected recycling tonnage.
38	Interest	The budget is based on current 2.6% gross annual interest for the Cambridge & Counties account to be paid on April 30th, 2023.
39	Village Hall Insurance Recharge	To be considered for removal – not paid for the past two years.
40	VAT Reclaimed	The budget is based on projected year-end VAT to be reclaimed for 2022-23.
41	Allotment Rent	New budget line: The budget is based on expected income for all plots at the current rate.
42	Precept	The budget is based on total payments minus total other expected income.

Reserves Statement

Reserves 2022/23

Total reserves available at 1st April 2022

C&C Balance	£12,731.21
Allotment C/A	£ 9,817.36
PHPC C/A	£ 8,523.18
TOTAL	<u>£31,071.75</u>

Earmarked

Allotment Land	£17,808.36
Staithe	£ 639.66
Sub Total	<u>£18,448.02</u>

General Reserves

Sub Total	<u>£12,623.73</u>
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TOTAL RESERVES	<u>£31,071.75</u>
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Projected Reserves 2023/24

Total projected reserves available at 1st April 2023

C&C Balance	£12,731.21
Allotment C/A	£11,167.36
PHPC C/A	£ 5,710.88
TOTAL	<u>£29,609.45</u>

Earmarked

Allotment Land	£19,158.36
Staithe	£ 639.66
Sub Total	<u>£19,798.02</u>

General Reserves

Sub Total	<u>£ 9,811.43</u>
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TOTAL RESERVES	<u>£29,609.45</u>
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Earmarked Reserves

The Earmarked Reserve comprises funds that have been built up over a period of time which were earmarked to purchase the land for Green Lane allotments and maintain the Staithe.

General Reserves

The General Reserve comprises cashflow and contingency funds to cover;

- Payment of invoices and continuing contracts and payments prior to receipt of expected income
- Unexpected inflation
- Unforeseen events and unusual circumstance including community need and maintenance costs

Recommendations for 2023/24

Movement to Reserves

- Allocate £1350 of allotment rent to Earmarked Reserves for allotments (Allotment income minus expenses)

Movement from Reserves

- Allocate £200 of the remaining Earmarked Reserves for the Staithe towards flowers for the Staithe each year.
- Allocate £250 of General Reserves to cover associated costs with celebrations for the King's Coronation.
- Allocate £1250 of General Reserves to contribute towards the maximum associated costs of contested Local Government Elections.

Other recommendations

- Adopt a Reserves Policy to ensure Potter Heigham Parish Council continues to maintain adequate financial reserves for day-to-day operations and future plans, including a minimum level of reserves to be held and an annual review to ensure the level and purpose of reserves remain commensurate to need.



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/22/2609
Date: 17th November 2022

Contact: Matthew Attewell

Amy Gallant
116 Ketts Hill
Norwich
NR1 4HE

Planning Consultation
Potter Heigham

Proposal: Two storey side extension and single storey rear extension to dwelling

Location: 1 Reynolds Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LY

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RKYVRRLNJ4Z00>

If your Council would like to offer comments on the application, please do so by 08/12/2022 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Matthew Attewell (Planning Assistant (Householder))
matthew.attewell@north-norfolk.gov.uk



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/22/1215
Date: 15th November 2022

Amy Gallant
116 Ketts Hill
Norwich
NR1 4HE

Planning Consultation

Proposal: Attached domestic triple garage/workshop with two bedroom annexe above
Location: Glebe Farm, Marsh Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LN

Amy Gallant

We previously wrote to you seeking your observations on the above proposal.

We are now re-consulting you for the following reasons;

Re: amended plans received

[https://idoxpa.north-norfolk.gov.uk/online-applications/simpleSearchResults.do?
action=firstPage](https://idoxpa.north-norfolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

If you have any views on the proposal, please submit them by 6th December 2022

You may reply in writing, via our website or by emailing

planning.consultation@north-norfolk.gov.uk

If we do not receive a response by the above date we will assume you do not wish to comment further.

Kind Regards

Planning Processing Unit

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC10: Resident proposal for a new dog bin										
Meeting	Potter Heigham Parish Council										
Date	14 December 2022										
Author	Parish Clerk										
Summary											
A resident has requested a new dog bin for installation near to the Village Hall playing field. North Norfolk District Council (NNDC) has provided the following quotes should PHPC wish to pursue an additional dog bin. Alternatively PHPC may source and install their own bin. <table border="1"> <tr> <td>Provision and installation of Dog Bin (Without post)</td><td>£250.00</td></tr> <tr> <td>Provision and installation of Dog Bin (with post)</td><td>£275.00</td></tr> <tr> <td>Provision of Dog Bin (no installation)</td><td>£165.00</td></tr> <tr> <td>Relocation of Dog Bin (using existing post)</td><td>£125.00</td></tr> <tr> <td>Relocation of Dog Bin (new post)</td><td>£150.00</td></tr> </table> For information Potter Heigham Parish Council own the 5 dog bins located below and pay an annual fee of £1038.96 to NNDC for waste removal. • St Nicholas Church (pedestrian gate at the side of the churchyard) • School Road (by the footpath towards Church Lane, opposite Vicarage Close) • Dovehouse Lane (by the path to The Thoroughfare) • A149 junction with Station Road (East side, by the entrance to the yard and the salt bin) • Bridge Road (Near the Caravan Park, opposite the Causeway)		Provision and installation of Dog Bin (Without post)	£250.00	Provision and installation of Dog Bin (with post)	£275.00	Provision of Dog Bin (no installation)	£165.00	Relocation of Dog Bin (using existing post)	£125.00	Relocation of Dog Bin (new post)	£150.00
Provision and installation of Dog Bin (Without post)	£250.00										
Provision and installation of Dog Bin (with post)	£275.00										
Provision of Dog Bin (no installation)	£165.00										
Relocation of Dog Bin (using existing post)	£125.00										
Relocation of Dog Bin (new post)	£150.00										
Recommendation											
PHPC is asked to consider the purchase and installation of a new dog bin and approve one (or none) of the quotes provided.											